

EYES ONLY

5 October 1978

Minutes - October 1978 Meeting of Panel #4 for the Competitive Evaluation
of MF Careerists GS-4 through 6

1. Panel #4 was convened on 2 October 1978 at 1330 in the 12th Floor conference room, Key Building to consider the competitive evaluation and promotion of MF careerists in grades GS-4 through 6. The meeting was convened by the Chairman, [REDACTED] with the following members present: [REDACTED]

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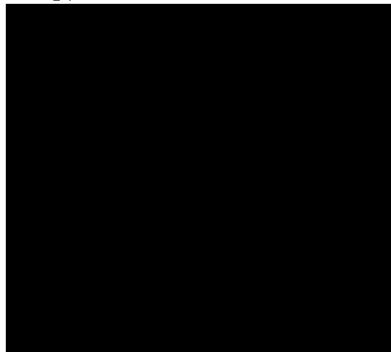
Executive Secretary. The first meeting adjourned at 1645. The second meeting was called to order on 4 October at 1345 and adjourned at 1615, reconvening on 5 October from 0830 to 0950 (Room 503 Key Building) and 1100 to 1145 (12th floor conference room). The meeting adjourned sine die at that time.

2. The panel discussed the new uniform promotion policy and the tentative approval system to be followed by the MF Career Subgroup. It was agreed that all personnel would be identified by descriptor (HP, MDHP, VCMD, VCMND, & LP) and ranked based on value to the Career Service. The panel was reminded of the minimum number of promotions that must be made at each grade level taking into consideration the number of promotions anticipated to be required by the Secretarial/Clerical panel. Minimums established are: From GS-6 - 14 (1 secretarial)
GS-5 - 10 (0 secretarial)
GS-4 - 10 (8 secretarial)

The panel agreed that promotions from grade GS-4 and 5 would be approved subject to receipt of supervisor's recommendation. Timing of same would be when recommendation is received.

3. After completion of the rankings, the panel recommended the following employees for promotion:

GS-6 to 7



Effective date 3 December 1978
Effective date 3 December 1978
Effective date 3 December 1978
Effective date 3 December 1978
Effective date 3 December 1978
After move to Central Travel Branch,
anticipated effective date
3 December 1978
Effective date in October 1978,
since PT contract does not reflect
in Agency strength figures.

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Chairman, MF Career Subgroup Evaluation and
Promotion Panel #4

10/6/78
Date

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